February 2014 FNS WBSCM Newsletter







Web Based Supply Chain Management



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WBSCM News & Updates

ECOS to be taken offline Sep 15, 2014

The ECOS web site will be taken offline and unavailable no later than September 15, 2014. Please make arrangements to offload any historical data you may require prior to the site's decommissioning date of September 15, 2014. FNS recommends that States and Recipients review their data retention policies as it pertains to the data that resides within ECOS. The ability to extract Sales Orders, Goods Receipts, Value of Commodities Received as well as Entitlement usage is available through the existing reporting tool found in ECOS. Reports can be saved in CSV or PDF format for use or storage.

Within WBSCM Sales Orders and their associated requisitions were all migrated out of ECOS for those Sales Orders that had a Delivery Date of July 01, 2011 and later. Any ECOS data extraction plans would need to consider data prior to this time frame.

For password resets, please contact WBSCM-FNS-Help@FNS.USDA.GOV. ECOS does not require the eAuthentication IDs as the IDs are managed within the application.

WBSCM Tips

1. How come I cannot create a complaint in WBSCM?

In order to create a complaint in WBSCM you must have the following:

- * The "Complaint Specialist" role assigned to your ID
- * An FNS Sales Order must exist in WBSCM
- * FNS Sales Order must have been delivered
- * FNS Sales Order must have been receipted in WBSCM.
- * FNS Sales Order must be in Completed or Delivered status.

Reminder:

To ensure you receive the latest news and updates, register to receive free E-mail notifications when the WBSCM Homepage has been updated at http://

www.fns.usda.gov/

fdd/fns-wbscm-

information

and click



2. How can I know what foods are available for the current and upcoming year?

Available foods can be found on the FNS FDD site for the current and upcoming year. Click the link to be directed to the FDD page. http://www.fns.usda.gov/fdd/foods-expected-be-available

3. How can I easily receive multiple line items on an order?

- 1. Enter relevant information at the header level
- Click Receipt All, thereby copying the information to each line and making each line's good quantity the total ordered quantity
- 3. Go to the line(s) for which you did not receive the total ordered quantity and enter the actual Good quantity received plus any damage if applicable.
- 4. Click Submit

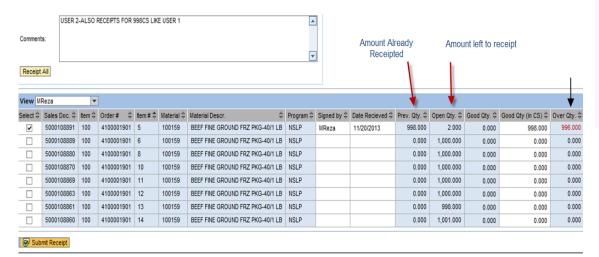
Note: It is possible to use both the receipt all functionality and changing individual lines. However, to do so, Receipt All must be selected before the individual lines are adjusted, otherwise, the Receipt All functionality will over write your values.

A full list of FAQs and tips can be found on the FDD Website at http://www.fns.usda.gov/fdd/fns-wbscm-general-information-presentations-and-simulations

WBSCM Toolbox Spotlight

1. Receipting when there is an Open Quantity

Sometimes while receipting, you may only have a partial load to receipt. This causes you to have a receipt with an open quantity. This means that you can go back into the receipt to update information if necessary until the load has been fully receipted. Anything that was entered into the goods receipt the first time will not be replaced. Therefore, it is important to note how much has already been receipted and what is left to receipt so that you do not produce a goods receipt with double quantities. In the screen shot below, you can see that the previous quantity receipted shows in the Prv. Qty. field and the amount left to receipt shows in the Open Qty field. In this example the user re-entered the amount that was previously receipted in the Good Qty field instead of 2 and is receiving an overage quantity. You can only receipt what is noted in the open Qty field. Remember not to re-enter data that has already been receipted.

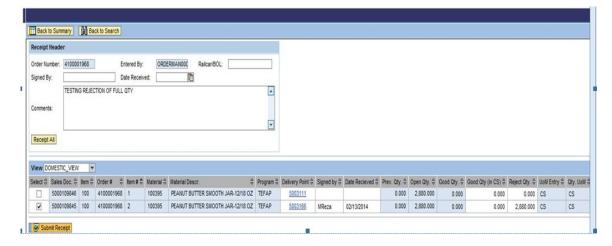


Ship-To Inbox:

A mailbox has been established to receive requests to have SHIP-TO locations assigned to Domestic Business Partners and to establish new Ship-To locations within WBSCM. Please email FNS-7s to: WBSCM-Ship -To@fns.usda.gov.

2. Receipting Replacement Orders that were Rejected

- 1. Proceed to receipt the order as normal
 - a. If you originally Rejected 100% of the Line item then you will no longer need to re-enter it again under Rejected Qty field. Go ahead and enter Qty under either Good Qty or Good Qty (in CS) or both (depending on whether it is Variable or non-variable) and complete your Goods Receipt.
 - b. If you partially Rejected a Line Item and partially Receipted the rest then you will see your partially receipted qty amount under Prev. Qty (previously receipted) field. Please match the Qty under Open Qty field (Qty remained for you to receipt) and complete your Goods Receipts by entering that under either Good Qty or Good Qty (in CS) or both (depending on whether it is Variable or non-variable).
- 3. You may want to add comments to notate any special notes concerning the replacement order.
- 4. Submit receipt as normal



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Useful Links

What's Next?

Upcoming Events

WBSCM: http://www.usda.gov/

Future Targeted Initiatives

ACDA Conference

<u>wbscm</u>

* WBSCM Technical Upgrade

April 27th-29th- Austin, TX

FDD: http://www.fns.usda.gov/fdd/fns-wbscm-information

Communicate with FNS – questions, concerns, issues

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WBSCM Service Desk

The WBSCM Service Desk contact information is as follows:

Call-in phone number is: 877-WBSCM-4U or 877-927-2648

Email inquiries:

WBSCMhelp@ams.usda.gov

Web form link on WBSCM Portal: https://srai.service-now.com. From this link users can access a form and submit it to the WBSCM Service Desk as well as monitor the status of their help ticket. This is a separate application from WBSCM and will require an additional login and password. Users will enter the WBSCM email address as the logon and a password can be created. Using this site is optional.

Hours of Operation: 8:00 AM to 6:00 PM FT

Suggestion Box

Is there something you would like to see in the newsletter? Send your thoughts and comments to <u>ia-</u>karra.nichols@fns.usda.gov